

Position Requirements Document Cover Sheet**Position Number: 12874****Classification:** Systems Accountant, NH-0510-III**Local Title:****Employing Office Location:** Orlando, FL**Duty Station:** Orlando, FL**Org Info:** Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA (ALT)1st Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)2nd Div: Project Support Group3rd Div: Finance Directorate4th Div:

Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Immediate Supervisor: Jo Ann Hathaway**Title:** Director, Resource Management**Signature:** _____/s/_____ **Date:** 5/2/03**Higher Supervisor or Manager:** _____**Title:** _____**Signature:** _____ **Date:** _____

Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: Sharon Hightower**Title:** Chief, Human Resource Management Division**Signature:** _____/s/_____ **Date:** 5/5/03**FLSA:** Exempt**Drug Test:** No**Key Position:****Sensitivity:** NCS**Reason for Submission:** Acq Demo Conversion**Previous PD Number:** various**Envir. Diff:****Acq Posn Category:****Acq Career Level:****Acq Special Asgmt:****Career Spec – Primary:****Cont Job Site:****Financial Disclosure:** ☐ Public Financial ☐ Confidential Financial☐ Supervisor ☐ Manager ☒ Neither**Citation 1:** USOPM PCS for Professional and Administrative Work in the Accounting and Budget Group, GS-0500, Dec 2000**Citation 2:** AWF, PDP, BLD, Federal Register, Volume 64, Jan 99**BUS Code:** 7777 **CL:** 334**Emergency Ess:****OPM Functions Code:****Status:** Competitive**Subject to IA:** Yes**Mobilization:****Career Prg ID:** 11**CAPL Number:****Acq Posn Type:****Acq Prog Ind:****Career Spec – Sec:****Mobility:**

Acquisition Workforce Demo Project
Position Requirements Document

I. Organization information:

Position is located in the Finance Directorate, Project Support Group, Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Systems Accountant, NH-0510-III

III. Duties:

Position is a systems accountant. Works with computer specialists to develop, implement, and modify accounting systems to meet the organization's needs. The work requires adaptation of current or proposed systems and processes and a thorough knowledge of automated accounting systems.

Analyzes and evaluates accounting and financial policies, systems, and proposed system changes. Adapts and modifies existing systems to meet changing requirements or to comply with new legislation.

Identifies accounting needs not met by the prescribed system, recommends improvements in accounting and financial procedures or services, and submits systems change requests.

Recommends requirements for data flow controls and output requirements necessary for the design of automated systems.

Designs, prescribes, implements, or modifies unique financial management sub-systems and applications which serve to supplement primary accounting systems.

Develops, coordinates, and analyzes accounting procedures to resolve operational problems.

Advises other accountants, functional users, technicians, and program directors on systems interfaces and implementation requirements.

Analyzes output for reliability and accuracy and for the effects of actions on other accounts or systems. Performs special

studies to identify accounting deficiencies or for correction of improprieties disclosed through audit.

Provides technical trend and analysis accounting advice for management decision making and evaluation of possible problem areas.

Develops and issues training instructions, provides user training and assistance on systems applications, responds to user questions, and resolves problems.

Attends meetings and conferences on system integration and problem solving and maintains liaison with functional and technical personnel using existing systems.

Performs other duties as assigned.

IV. Factors:

Factor: 1. - Problem Solving Level III.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Independently defines, directs, or leads highly challenging projects/programs. Identifies and resolves highly complex problems not susceptible to treatment by accepted methods. Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines. Anticipates problems, develops sound solutions and action plans to ensure program/mission accomplishment. Develops plans and techniques to fit new situations to improve overall program and policies. Establishes precedents in application of problem-solving techniques to enhance existing processes.

Factor: 2. - Teamwork/Cooperation Level III.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Works with others to accomplish complex projects/programs. Applies innovative approaches to resolve unusual/difficult issues significantly impacting important policies or programs. Promotes and maintains environment for cooperation and teamwork.

Leads and guides others in formulating and executing team plans. Expertise is sought by peers.

Factor: 3. - Customer Relations Level III.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Guides and integrates functional efforts of individuals or teams in support of customer interaction. Seeks innovative approaches to satisfy customers. Establishes customer alliances, anticipates and fulfills customer needs, and translates customer needs to program/projects. Interacts independently and proactively with customers to identify and define complex/difficult problems and to develop and implement strategies or techniques for resolving problems (e.g., determining priorities and resolving conflict among customers' requirements).

Factor: 4. - Leadership/Supervision Level III.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Provides guidance to individuals/teams; resolves conflicts. Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance. Defines, organizes, and assigns activities to accomplish project/program goals. Guides, motivates, and oversees the activities of individuals and teams with focus on project/program issues. Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others.

Factor: 5. - Communication Level III.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Communicates project or program results to all levels, internally and externally. Reviews and approves, or is a major

contributor to/lead author of, management reports or contractual documents for external distribution. Provides inputs to policies. Presents briefings to obtain consensus/approval.

Factor: 6. - Resource Management Level III.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and allocates resources to accomplish multiple project/programs. Identifies and optimizes resources to accomplish multiple project/program goals. Effectively accomplishes multiple project/program goals within established guidelines.

Selective requirements,

Incumbent must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S./overseas by commercial aircraft.

Knowledge, Skills, and Abilities (KSAs) For Qualification Purposes

Knowledge of the laws and regulations governing accounting procedures

Knowledge of the application of accounting principles, theories, concepts, and practices needed to ensure that financial management and accounting systems produce accurate results and meet legal and regulatory requirements

Thorough knowledge of automated accounting systems

Knowledge of generally accepted accounting principles and standards

Knowledge of work classifications and the regulatory and statutory restrictions on the expenditures of appropriated and non-appropriated funds

Knowledge of the organizational and functional responsibilities and operations of the employing organization

Ability to analyze, interpret, and query financial data in preparing reports, schedules, and statements

Knowledge of financial management systems and concepts

Ability to communicate orally

Ability to communicate in writing

Skill in interpersonal relations

Ability to plan and organize work

Ability to work cooperatively as a member of a team

Knowledge of program planning and budgeting cycles

Ability to interpret and apply rules, regulations, and procedures

Ability to execute projects and/or studies within established time constraints

Ability to develop and utilize appropriate data collection techniques

Knowledge of financial control and budget systems and management